LIST OF NEEDS OF LITERATURE DEPARTMENT
FOR ANNUAL CONFERENCE

FEBRUARY 19, 1918

BUDGET OF THE LITERATURE DEPARTMENT

Does our department have a budget? We were led to believe last year that it would be impossible to estimate the amount necessary to carry us through the year because all publications of all offices including Treasurer's, Young People's, Education and also the Annual Report would be charged against our department. We have therefore been unable to keep any tally of expenditures this year. Is this right?

STAR PLAN

This has created and increased activity among local secretaries for literature. Three of its points come within the "Standard of Excellence" and the other two are not included in it; therefore the plan does not interfere with that standard but it secures the use of more literature. Shall it be continued?

POSTERS FOR SIXTH FLOOR HALL

It has been suggested that this matter be considered by this committee.

There are 151 frames in the hall, 111 full and 40 small size. Of these 4 frames by the door of "The Home Mission Monthly" and 10 by the door of the Literature Department are filled by these two offices.

An average of $3.00 per full sized frame or an expenditure of about $400.00 will provide sufficient material for all.

CALIFORNIA DEPOSITORY

Our treasurer has paid $25.00 per month to Mrs. M.L. Whaley, Synodical Secretary for Literature of California, since June 1914 when the action quoted below was passed by our Board.

Should this matter come up for consideration?

MINUTES - WOMAN'S BOARD OF HOME MISSIONS
June 1914 - p.171

LITERATURE DEPOSITORIES. The President stated that after much consideration, the Executive Session at the Annual Meeting referred back to this Board the matter of the request of California Synodical Society, for the payment of a clerk who shall have charge of the literature depository in San Francisco, also the entire subject of depositories in other cities, for adjustment. A committee was appointed to bring recommendations at the Executive Session in Chicago, but their report was not adopted.

After a thorough explanation of the situation in various parts of the country, and a full discussion of the matter, it was moved by Mrs. Webb, seconded by Mrs. Lindeman, that a committee be appointed by the President of which committee she shall be a member ex officio to prepare and submit some plan for the disposition of literature as early in the fall as possible.

CALIFORNIA DEPOSITORY cont.

In order to adjust the matter of the expense of clerk hire in the San Francisco depository, it was moved by Mrs. Darlington, seconded by Mrs. Peters, that a grant of $25. per month be made for the salary of a clerk in the depository referred to until a definite policy has been established by this Board. Carried.

ANNUALS

Topics 1919

List should be ready for the press at once.

Summer Offering 1918

Manuscript needed at once as completed leaflet should be ready to send out March first.

Year Book of Prayer 1919

Should be ready for sale October 1, 1918. Completed copy should therefore be in printer's hands August 15, 1918. A recommendation for an attractive cover is in order. The cover of the issue for the present year has hundered its sale. We have 1775 left in stock: our edition numbered 15,000. See letters regarding present issue.

Annual Report

Is it the privilege of our Literature Department to make suggestions regarding this publication? We have 2775 copies of the last issue for 1917 remaining on our shelves. There has been no demand whatever during the year for single copies, and we attribute the lack of interest in it due to the brevity of Mr. Allaben's section and the meagre narrative material that he has given on our school work.

Praise Service

Manuscript should be in hands August 1, 1918.

ANNUALS cont.

Catalogue of "Home Mission Publications and How to Use Them"
To be ready for Columbus meeting. Does this committee have suggestions?

What and When
To be printed in August. Suggestions welcomed for this also.

Outlook for the Year 1918-19 by Mrs. Bennett
We failed to get such a leaflet for 1917-18 and our need for it caused many interesting inquiries.

Home Mission Week 1918
What aids should we furnish for the observance of this time?

Leaflets on the following are greatly needed.

Kirkwood Memorial, Ganado, Arizona
Forsythe Memorial, Los Angeles, California
Ferron, Utah
New Jersey Academy, Logan,Utah
Wasatch Academy, Mt. Pleasant, Utah
Dorland Institute, Hot Springs, N.C.
Farm School, N.C.
Langdon Memorial, Mt. Vernon, Kentucky
Mossop Memorial, Huntsville, Tennessee
Pattie C. Stockdale, Colcord, W.Va.
Rye Hospital, Mayaguez, P.R.
Marina Mission, Mayaguez, P.R.
Sancti Spiritus and Guines, Cuba
Work in the Ozarks and conditions there
Community work in New Mexico

HISTORICAL PAMPHLETS on our work among

1 - Alaskans
2 - Indians
3 - Mexicans
4 - Mormons
5 - Mountaineers of the South
6 - Cubans
7 - Porto Ricans

We have practically no historical material left in stock except about 810 copies of the revised edition of Dr. Geo. F. McAfee's pamphlet "Missions among the North American Indians" and 1800 copies of Dr. Samuel T. Wilson's "The Southern Mountaineers".

EXTENSION DEPARTMENT AIDS

We have absolutely nothing on this line of organization; therefore we need
(1) Methods for organizing
(2) Publications for conducting and organization

May we request that a *new* "Wallet be printed?

INCIDENTS SHOWING RESULTS

A group of brief incidents collected from all mission fields would be most useful published in a leaflet for distribution among people who know little of the aims and methods of our Woman's Board. Such a publication would be in constant demand.

NARRATIVE OR HUMAN INTEREST LEAFLETS

There is a continuous demand for these. Christmas stories, Thank Offering stories and stories on the various phases of giving are requested for special uses. Narratives on field topics are essential.

HOME MISSION BIOGRAPHIES

This is a field for literature that has hardly been touched by our Board. We have sketches of Mrs. A.R. McFarland, Miss Kate McBeth, "Ann Eliza Pease", "Sheldon Jackson", "Marcus Whitman" and Dr. S.E. Wishard.

We could use effectively life sketches of:

John Eliot
David Brainerd
Mrs. A.E.W. Robertson
Dr. Susan Picotte
Matilda L. Allison
Alice Hyson
Jose Y. Perea
Gabrino Rendon

Suggested that we reprint from "Home Mission Monthly" of June 1915 "Rev. Alonzo E. Austin, Pioneer Missionary"

RESPONSIVE BIBLE READING FOR CHRISTMAS

is requested each year. We formerly had one entitled "The Great Gift" that might be reprinted.

HELPS FOR TEXT BOOKS FOR 1918-19

The Path of Labor - Topic of book for seniors
Children in Industry - Topic of book for juniors to be written
by Miss Applegarth

Our educational secretary requires that we send without charge a parcel of leader's helps to each study class reporting to this office. Our department is destitute of printed matter for this purpose. What provision shall be made to supply this demand?

TRACING BOOK FOR LITTLE PEOPLE

Miss Upham, our field secretary, suggests this as a valuable aid to our work. Her idea is to issue a series on "God's Family" beginning for instance with the baby Indian and picturing his life by using unpretentious drawings each of which shall be applied to missions by a few brief sentences. Each field of our work can be treated in a similar manner.

Miss Applegarth could do this work well.

LEAFLET SUBSCRIPTIONS

Acting upon Mrs. McMillan's suggestion for a subscription plan for sending literature to presbyterial secretaries for literature the following three plans are outlined with the hope that one may prove suggestive. Plans number one and two at $1.00 and 50c. are already in use.

Plan Number Three

Any society depositing $5 or $10 with our Literature Department before January first or July first will receive two consignments of the latest publications of the Woman's Board of Home Missions. They will be shipped either by express or parcel post about February first and September first so as to reach the person responsible for the subscription in time for spring and autumn meetings. Each consignment will represent about half the value of the amount deposited and will include as many copies of all recent issues as the amount of deposit permits.

Plan Number Four

Any society or individual depositing $5 with our Literature Department will receive at once upon receipt from the press all new issues published by the Woman's Board of Home Missions until the amount is exhausted. For this subscription five copies each of all priced issues not exceeding five cents per copy and fifteen copies each of free issues will be sent.

LEAFLET SUBSCRIPTIONS cont.

This subscription makes it possible for synodical and presbyterial officers to receive promptly all new issues in numbers that will equip them for the work of supplying our publications to their associates in office. This method also makes it possible for local secretaries for literature to establish a sales table and display of publications at regular monthly meetings.

Plan Number Five

Any society or individual depositing $10 with our Literature Department will receive at once upon receipt from the press five copies each of all publications less than ten cents in price and single copies of more expensive issues handled by the Woman's Board of Home Missions including Year Books of Prayer and current text books for the study of missions, and twenty-five copies each of all free issues.

The leaflets and other publications sent on these subscriptions are not returnable.

OUT OF PRINT - SHALL THESE BE REPRINTED?

Herald Voices - by Julia H. Johnston
Our Mexican Mission Schools - by Katharine R. Crowell
The Most Knowingest Child - by Lucy Furman
Cuba, The Sentinel to the Caribbean Sea - by Mrs. M.K. Bennett
Cousin Jane in Cuba - by Helen Manatt
The Teacher Taught - by Helen Manatt
Changed Program - by Helen A. Hawley
Answer Thou Me - by Mrs. Bennett
A Life Worth While - by Mrs. Gildersleeve
Uncle Sam's Foundlings - by Edna M. Cockrell

MINUTES OF THE ANNUAL MEETING OF THE COMMITTEE ON LITERATURE AND PUBLICATIONS

FEBRUARY 18, 1918

Present; Miss Quinlan, Miss White, Mrs. Kraeger, Mrs. Gildersleeve, Miss Finks; also Mrs. Bennett, Mrs. Thompson, Mrs. Pingry, Mrs. McMillan, Mrs. Hayden, Miss Sheibley, Miss Petrie, Miss Harris and Miss Rue for a portion of the time.

The meeting was opened with prayer by Miss White.

Motion - That the President and Administrative Officers of the Board be considered as members of the Committee on Literature and Publications for to-day and be entitled to make motions and to vote. Carried.

Motion - That the reading of the minutes of the previous meeting be omitted to save time. Carried.

Motion - That Miss White advertise literature at March Third Tuesday meeting. Carried.

NEW LITERATURE

Motion - That samples of all new literature be given Mrs. Bennett in the same manner as they are now given to each Administrative Officer. Carried.

Motion - That new free literature in quantity and samples of new priced literature be on exhibit at each business meeting of the Board in order to bring it to the attention of the Board members. Carried.

Motion - That the General Secretary be authorized at her discretion to include new free literature when sending abstracts of Board meetings to Synodical Presidents. Carried.

LITERATURE FOR HOME MISSION MONTHLY

Miss Finks submitted list of helps desired during coming year.

Circular for local secretaries for literature
Circular for presbyterial secretaries for literature
Leaflet for secretaries giving suggestive methods

Motion - That Miss Finks be authorized to prepare said literature. Carried.

HOME MISSION MONTHLY APPORTIONMENT PLAN

Motion - That Miss Finks be authorized to follow another year the general "Home Mission Monthly Apportionment Plan". Carried.

ESTIMATE FOR PRINTING "THE HOME MISSION MONTHLY"

Motion - That Miss Finks be authorized to accept DeLaMare's estimate for printing "The Home Mission Monthly" the coming year. Carried.

BUDGET OF THE LITERATURE AND PUBLICATIONS COMMITTEE

The By-Law of the Board concerning budget of Literature and Publications Committee was discussed. Possible action deferred.

STAR PLAN

Motion - That Miss Rue be authorized to continue the Star Plan. Carried.

POSTERS FOR SIXTH FLOOR HALL

Motion - That members of this committee secure posters from various sources to be placed in the frames in the hall of the sixth floor. Carried.

Motion - That chairman of this committee be authorized to ask members of the Board to prepare and submit posters. Carried.

CALIFORNIA DEPOSITORY

After discussion regarding the California depository the following action was taken:

Motion - That President of the Board be requested to communicate with California regarding methods and success of their depository. Carried.

EXHIBIT AT ANNUAL MEETING, COLUMBUS, OHIO

Extent of exhibit at Annual Meeting in Columbus, Ohio, was discussed. Sense of committee that only a small exhibit is advisable.

TOPICS 1919

Motion - That immediate preparation of list of topics for 1919 be placed in the hands of General Secretary and Editor of "Home Mission Monthly". Carried.

SUMMER OFFERING 1918

Recommended that this committee ascertain from Board what is to be object for 1918 Summer Offering. Medical work suggested.

Motion - That Mrs. Thompson prepare 1918 Summer Offering leaflet to be ready to distribute March 1, 1918. Carried.

YEAR BOOK OF PRAYER 1919

Motion - That Miss Young and Miss White prepare Year Book of Prayer for 1919, completed copy to be ready before August 15, 1918. Carried.

ANNUAL REPORT 1918

After discussing kind of material to be included in 1918 Annual Report of the Woman's Board it was recommended that the matter be referred to the Office Conference.

PRAISE SERVICE 1918

Motion - That Mrs. Samuel Semple, Titusville, Penna. be asked to prepare the Praise Service for 1918 which should be in line with the general theme of study, manuscript to be ready August 1, 1918. Carried.

CATALOGUE - "HOME MISSION PUBLICATIONS AND HOW TO USE THEM" and WHAT AND WHEN 1919

Motion - That Miss Rue be authorized to publish the catalogue - "Home Mission Publications and How to Use Them"-and "What and When" for 1919. Carried.

OUTLOOK FOR THE YEAR 1918-19

Motion - That Mrs. Bennett be asked to prepare leaflet giving the Outlook for 1918-19, to be ready for press August 1, 1918. Carried.

HOME MISSION WEEK, 1918

Motion - That literature be prepared to emphasize the observance of Home Mission Week. Carried.

LITERATURE FOR YOUNG PEOPLE'S WORK

Miss Petrie submitted list of helps desired during coming year.

Wireless Messages and Junior, Intermediate, Light Bearers, Little Light Bearers Letters - 2 editions each
Home Mission Hints for Young People and Young People's Report
Westminster Guild leaflets, registration blanks, mission study enrolment cards, Chapter and Circle programs, Bible Study Course
Westminster Guild Bulletin (3 editions) and Supplement (1 edition)
Young People's and Westminster Guild report blanks and pledge cards

LITERATURE FOR YOUNG PEOPLE'S WORK cont.

Christian Endeavor Programs
Light Bearers and Little Light Bearers stories
    and programs (new)
"Home Mission Ladder" (reprinted)

Motion - That said literature be granted. Carried.

ALASKA THE LAND OF THE TOTEM

It was suggested that Mrs. Waid be asked whether it would be possible to revise and condense for publication the information contained in her book "Alaska the Land of the Totem".

LITERATURE FOR STUDENT WORK

Miss Harris submitted list of suggested leaflets.

General leaflet on each field (6) from a
    college girl's standpoint
Leaflet on Smith, Kentucky

After discussion, it was suggested that the Committee on Student Work be asked whether appropriation in budget voted by General Council would not cover these needs. Definite action deferred until this information is secured.

LITERATURE FOR SECRETARY FOR MISSIONARY EDUCATION

Mrs. Gildersleeve submitted list of helps desired during coming year.

Mission study announcements, suggestions
    for study of book and enrolment cards
Mission study leaflets - Relay Class, an
    inspirational leaflet, "How to be a
    Secretary for Missionary Education" (all new)

Motion - That said literature be granted. Carried.

LITERATURE FOR TREASURY

Miss Voss sent word that literature will be needed to show absolute necessity of keeping up gifts, more, and fresh and attractive money getting literature, relating to the immediate question in hand and as far as possible free.

LITERATURE FOR SCHOOL DEPARTMENT

Mr. Allaben did not submit any needs.

NEW LEAFLETS

Kirkwood Memorial, Ganado, Arizona - Mrs. Bennett

Forsythe Memorial, Los Angeles, California - Miss Fraser or Mrs. Aldrich

Ferron, Utah - Miss Preston

New Jersey Academy, Mt. Pleasant, Utah - Miss Laughlin

Wasatch Academy, Logan, Utah - Mr. Johns on Dr. McKirahan

Dorland Institute, Hot Springs, N.C. - Miss Carrie Pond or Miss Shafer
Suggested that manuscript should be submitted to Mr. Allaban before printing.

Rye Hospital, Mayaguez, P.R.
Material on Rye Hospital to be included in Summer Offering leaflet.

Marina Mission, Mayaguez, P.R. - Mrs. Tillinghast or Miss Clara Hazen

Sancti Spiritus and Guines, Cuba - Mrs. Waid

Community Work in New Mexico including Rincones and Dr. Taylor's work - Miss Zoe Ellsworth, Miss Thompson and Miss Russell together or Miss Buxton

HISTORICAL PAMPHLETS

Question of publishing new historical material was discussed; decided to defer at present in view of existing financial condition.

INCIDENTS SHOWING RESULTS

Recommended that Miss Sheibley secure from workers of long standing on the field and incorporate in a leaflet striking incidents showing aims, methods and results.

HELPS FOR TEXT-BOOKS FOR 1918-19

After discussion it was moved that a committee be appointed to consider very carefully the subject of helps for the new text-books and submit recommendations to next meeting of Literature Committee. Carried.

LEAFLET SUBSCRIPTIONS

Miss Rue submitted three leaflet subscription plans. Committee authorized her to put in operation any of the three as seemed best in her judgment.

REPRINTS

Motion - That hereafter leaflets submitted by our representative to be reprinted shall be accompanied by a statement from our representative as to distribution of previous issues and desirability or need of reprint. Carried.

Manuscripts

San Miguel
North Fork - Referred to Miss White

Meeting adjourned.

Stenographically reported

Approved by - Florence E. Quinlan, chairman -

MINUTES OF THE LITERATURE AND PUBLICATIONS COMMITTEE

MARCH 19, 1918

Present: Miss Quinlan, Mrs. Pingry; also Miss White, Mrs. McMillan, Mrs. Thompson, Miss Sheibley, Miss Finks, Miss Laughlin and Miss Rue for a portion of the time.
Excused: Mrs. Kreager and Mrs. Hayden.

The meeting was opened with prayer by Mrs. Pingry.

The minutes of the Annual Conference were read in brief and, on motion, accepted.

It was reported that the following actions of February 18th have been put in operation.

Samples of new literature to Mrs. Bennett.
Samples of new literature at business meetings of Board - to begin March 26th.

The By-Law of the Board concerning budget of Literature and Publication Committee was read and approved by committee. No changes to be suggested to the Board. (See February 18, 1918)

The topics for 1919 were submitted by the General Secretary and Editor of "The Home Mission Monthly", (See February 18, 1918) and after discussion and suggestions for changes the following action was taken:

Motion - That topics for 1919 be accepted. Carried.

Mrs. Thompson submitted copy for Summer Offering leaflet. After discussion as to contents of leaflet and the suggestion that Rye Hospital, Mayaguez, P.R. be mentioned in it, the following action was taken:

Motion - That Mrs. Thompson's report be accepted and further details be left with her. Carried.

Literature for Student Work was discussed and the following action taken:

Motion - That the request for leaflets on our various fields from the standpoint of the college girl be granted. Carried.

The appropriation in budget voted by General Council does not cover these needs. (See February 18, 1918)

The chairman reported having written each desired author for new leaflets, Year Book of Prayer, Praise Service, etc. (See February 18, 1918)

Motion - That leaflet on Dorland Institute be withheld for the present. Carried.

The chairman reported following committee appointed to consider the subject of helps for the new text books: Mrs. Gildersleeve, Mrs. Waid, Miss Ogg, Miss White, Mrs. McMillan.

Mrs. McMillan reported for said committee that galley proof of the book for women's societies is being read by members of committee.

The Assistant Secretary received a letter from Mrs. Howard Huckins, 117 Elm Street, Oberlin, Ohio, asking whether she might have printed for her own denomination (Congregational) the leaflet "The R.F.D. and Hannah" by Miss Crowell and the following action was taken:

Motion - That Miss Sheibley be authorized to accede to this request with the approval of Miss Crowell and include in her reply that mention of its adaptation from our publication shall appear on the leaflet. Carried.

The chairman read a letter that she had received for the committee from Mr. Allaben enclosing a letter from Mr. Allaben to Mr. Johns regarding the leaflet "The Grip of Mormonism" and Mr. Johns' reply.

In reply to Mr. Allaben's letter to the committee it was moved that we consider the leaflet in question was printed for distribution in the missionary societies and not for use on the field. If literature is needed for use on the field we would be glad to endeavor to supply that need. We further think it unwise for any officer to invite criticism of our literature from any worker on the field without previous consultation with the committee. Carried.

Motion - That our representative be authorized to purchase 100 copies each of Miss Applegarth's books "Junior Mission Stories" and "Primary Mission Stories" from the Board of Publication, Reformed Church. Carried.

Motion - That Miss Quinlan advertise literature at April Third Tuesday meeting. Carried.

Motion - That Miss Finks' report concerning the inadvisability of turning over funds this year to the treasury of the Woman's Board be accepted and that she may incorporate in her report such statement as she deems wise. Carried.

"Indian Story in Pantomine" was located and returned to Missionary Education Movement. (See February 9, 1917)

Leaflet on work for Immigrants - Mrs. Bennett feels it wise not to prepare at this time. (See February 9, 1917 and November 20, 1917)

New Literature

"The Grip of Mormonism" by James S. Martin - Reprint from October 1917 issue "Home Mission Monthly" (See October 16, 1917)

"Missionary Mothers" by Blanche Dickens-Lewis - Reprint from August 1917 "Home Mission Monthly"

"National Service" - Reprint from "The Continent" of July 1917 (See November 20, 1917)

New Literature cont.

"Eventually - Why Not Now?" by Miss Porter
(See November 20, 1917)

"A Call to Arms" by Miss Voss - Reprint from
January 1918 "Home Mission Monthly"

"An Income for Life" by Miss Voss

"The Purchasing Power of a Dollar" by Miss Voss

"Food Facts" compiled by Miss Sheibley

"Service Flag" by Miss Sheibley

"Indians at Home and in School" by Miss Ogg

"A Question Answered", leaflet on Wolf Point, by
Mrs. King. - Off the press some time (See
February 9, 1917)

"A Message from France - The Defence of Tomorrow" -
Reprint from the "New York Evening Post" -
Desired by Mr. Allaben

"Mountain Sketches" by John Nelson Mills

Meeting adjourned

Stenographically reported

Approved by - Florence E. Quinlan, chairman -

MINUTES OF THE LITERATURE AND PUBLICATION COMMITTEE

APRIL 16, 1918

In the absence of Miss Quinlan, Mrs. Pingry acted as chairman.

Present: Mrs. Pingry, Mrs. McMillan, Mrs. Kraeger, Miss Rue;
also Mrs. Thompson, Miss White and Miss Finks for a
portion of the time.
Excused: Mrs. Hayden, Miss Quinlan.

The meeting was opened with prayer by Mrs. McMillan.

Motion - That Mrs. Hayden be asked to advertise literature at the May Third Tuesday Meeting. Carried.

The committee appointed to consider helps for the study of the new text books reported through Mrs. D.E. Waid as Mrs. Gildersleeve, its chairman, was obliged to be absent from the office when a meeting was held. This report of eight recommendations was accepted with one exception. Instead of recommendation seven the Literature and Publication Committee thinks it would be better to have on hand a sufficient supply of a comprehensive leaflet on the Freedmen to provide study class leaders and that for additional literature on the Freedmen they be advised to apply to the Freedmen's Board.

A letter from Mr. Allaben to Miss Quinlan in reply to hers regarding the leaflet "The Grip of Mormonism" was read. (See March 19, 1918)

A letter from Miss Petrie to Miss Quinlan asking if she might proceed with the printing of her annual report in leaflet form as usual was read.

It was moved that this request be granted but that Miss Petrie be advised to reduce the edition 2000 copies as this number of the report for 1916-17 remain unused in stock. Carried.

The following letters received from those to whom Miss Quinlan had written requesting manuscripts were presented and acted upon.

Miss Fraser felt she could not write satisfactorily on Forsythe Memorial but suggested that Mrs. W.S. Bartlett of Los Angeles might do the work.

It was moved and carried that the question of securing a leaflet on this school be referred back to Miss Quinlan with power.

Mr. Johns replied that he would gladly write on Wasatch Academy if there were no great hurry and asked for some idea as to just what was needed.

It was recommended that Miss Quinlan request Mr. Johns to write an article of 1000 or 1100 words, to include a very short history of the school and to stress especially the work of the school as it affects the community, and that she shall also say that there are good pictures of Wasatch available for illustrating it.

Mrs. Tillinghast wrote that she would be unable to prepare a leaflet on the Marina Mission at once and suggested that if there were haste some one else be asked to do the work. Miss Quinlan reported that she had asked Mrs. Tillinghast again to prepare the leaflet.

Miss Preston replied that she would gladly write on Ferron, Utah, but could not do so at once on account of ill health.
It was moved that Miss Quinlan communicate with Miss Preston requesting that she prepare leaflet when it is possible to do so and that pictures be included. Carried.

Miss Russell wrote in reply to Miss Quinlan's request for a leaflet on Community Work in New Mexico including Rincones and Dr. Taylor's work that she will write leaflet.

Miss Buxton wrote that she could not write acceptably on work in New Mexico but that she would gladly write something on the Allison-James School.
It was moved that Miss Buxton be asked to prepare a short sketch of Allison-James School. Carried.

Mrs. Samuel Semple of Titusville, Pa. will prepare Praise Service for 1918.

Miss Zoe Ellsworth wrote in reply to Miss Quinlan's request for a leaflet on Plaza Work in New Mexico that she will write the leaflet, but that she might possibly include some facts which might not be considered wise to include in a leaflet.
Motion - That the committee shall be pleased to have Miss Ellsworth write and that the manuscript be edited in the office. Carried.

Miss White reported that she could not do satisfactory work on the Year Book of Prayer for 1919.
Miss Young also reported that she could not give a great deal of time to the Year Book. The following action was therefore taken;
That Miss Alward be made chairman of the committee to prepare Year Book of Prayer for 1919 and that Mrs. Childs be requested to assist with Miss Young. Carried.

Miss Sheibley presented a letter that Mr. H.P. Camden of "The Assembly Herald" wrote Miss Quinlan. He asked whether the Woman's Board desired space in the June issue of that magazine. The following action was taken;
It was moved that Mrs. Thompson prepare an article of not more than two pages for "The Assembly Herald" of June 1918 and that Miss Voss be asked to furnish such data as may be needed. Carried.

A letter from "The Continent" to Miss Voss suggesting that the Woman's Board take space in the General Assembly issue of this periodical was read and the following action taken;
That Miss Voss be authorized to use a quarter of a page if she thinks it important and that she provide material. Carried.

Motion - That the committee recommends the appropriation of fifty dollars towards the literature exhibit at General Assembly. Carried.

MANUSCRIPTS

#3435 - Mountaineers; Our Own Lost Tribes
899 - San Miguel
900 - North Fork
Given Mrs. Kraeger

#4916 - Christmas Bells
#3457 - Praise Service
#3434 - Why an Alaskan Girl should become a Nurse
#3433 - The Need of Organization in the Villages of Southeastern Alaska
#3848 - Denominational Magazines
Given Miss White

#3799 - Laura Sunderland
Given Mrs. McMillan

Meeting adjourned

Stenographically reported

Approved by -

Secretary for Missionary Education

Report of Committee held Tuesday, March twenty-sixth.

Present - Miss White, Miss Ogg and Mrs. Waid.

This Committee called to consider the helps to be provided by the Literature Department for leaders of mission study classes on the new study book, "The Pathe of Labor", present the following recommendations:

First - We recommend that an intensive study class supplement for "The Path of Labor" be prepared preferably for the Westminster Guild, but so that it can be used by the women's societies desiring that form of study.

Second - We recommend that the Secretary for Missionary Education prepare the usual leaflet with special books of reference, simple chapter analysis and spectacular chart material for use with "The Path of Labor".

Third - We recommend a leaflet to be prepared by Miss Lucy Porter concerning the special industries in our home mission fields and the encouragement of such industries by our home mission schools and community centers. As for example, Miss Hazen's work in Mayaguez.

Fourth - We recommend for the chapter on city work, the use of the Assembly's Board's leaflets on city work, the new americanization leaflets to be prepared by the Woman's Board. We also recommend that leaflets, reports from work done for foreigners in the cities by women's presbyterial or local missionary societies be collected and if possible a leaflet compiled from them.

Fifth - We recommend the use of the Assembly's Board's leaflets on mines and lumber camps, since our Board provides no material for this subject and fine material is available from this source.

Sixth - We recommend the free use of our excellent mountaineer leaflets to supplement Mr. Calfee's presentation of the subject, and also the use of any special leaflets in the Board referring to industries, or special patriotic service rendered in any of our fields.

Seventh - We recommend that an adequate list of leaflets to illustrate the Negro chapter be compiled and leaders referred to the Board for Freedmen.

Eighth - We recommend the use of "Home Missions and the Social Question" prepared by Mrs. F.S. Bennett for the Council of Women for Home Missions.

In reference to the Junior book, "Jack of all Trades", we suggest the advisability of some reports from Over Sea and Land which may be used as supplementary material. We approve the selection of "Comrades from other lands" by Leila Allen Dimock for the Council of Women for Home Missions several years ago, for use in Westminster Guild Circles. We also approve the preparation of some form of supplement for use with this book.

It is understood that the Westminster Guild Committee will prepare the intensive study supplement for the Guilds and the Supplement for the Circles.

WOMAN'S BOARD OF HOME MISSIONS

April 23, 1918

Memorandum for Miss Petrie
from Literature Dept.

Extract from the Minutes of the Literature and Publication Committee, Apr.16,1918

A letter from Miss Petrie to Miss Quinlan asking whether she might go ahead with her annual report in leaflet form as usual was read. The following action was taken:

Motion - That Miss Petrie's request be granted but that she have printed 2000 reports less than last year because this number is still on hands of the issue for 1916-17. Carried.

WOMAN'S BOARD OF HOME MISSIONS April 17, 1918

Memorandum for Miss Voss
from Literature Dept.

Extract from the Minutes of the Literature and Publication Committee, April 16, 1918

A letter from "The Continent" to Miss Voss, asking whether the Woman's Board wished space in the General Assembly issue of this periodical was read and the following action taken.

Motion - That Miss Voss be authorized to use a quarter of a page if she thinks it important and that she provide material. Carried.

MINUTES OF THE LITERATURE AND PUBLICATION COMMITTEE

MAY 21, 1918

Present: Miss Quinlan, Mrs. Hayden, Mrs. Kreager; also Mrs. Pingry, Mrs. McMillan and Miss Voss for a portion of the time.

The meeting was opened with prayer by Miss Quinlan.

Motion - That Miss Mabel Parker be asked to advertise literature at the September Third Tuesday Meeting. Carried.

The minutes of the previous meeting were read and approved.

The Westminster Guild Committee desiring information on the action of the Literature and Publication Committee on the first of the eight recommendations submitted by the committee appointed to consider helps for the new study book, the following action was taken:

Motion - That the Literature and Publication Committee approves the recommendation of the special committee appointed to consider helps for the new study book and that the Westminster Guild Committee be authorized to secure an author for an intensive study class supplement for "The Path of Labor"; the same to be prepared preferably for the Westminster Guild, but also such as can be used by women's societies which desire that form of study. Carried.

The following actions were taken in regard to out-of-print publications.

"The Road to Heaven" - To be discontinued (See Dec. 18, 1917)
"Herald Voices" - To be discontinued
"Our Mexican Mission Schools" - No reprint at present
"The Most Knowingest Child" - To be discontinued
"Cousin Jane in Cuba" - To be discontinued
"The Teacher Taught" - To be discontinued
"A Changed Program" - To be discontinued
"Answer Thou Me" - To be discontinued for the present; Mrs. Bennett's leaflet, fall of 1918, may possibly take its place.
"Woman's Board as a Practical Housekeeper" - To be discontinued
"Uncle Sam's Foundlings" - To be reprinted. Motion carried.
"Cuba - The 'Sentinel to the Caribbean Sea'" - To be reprinted. Motion carried.
Post card map locating Mission Schools and Community Centers - To be reprinted. Motion carried.
"Eventually - Why Not Now?" - To be reprinted. Motion carried.

Motion - That Miss Jennie Moore, Christian Workers Home, 7 Gramercy Park, W., New York, N.Y. be asked if she will furnish two or three incidents that would make a leaflet on Porto Rico or the Hospital. Carried.

Motion - That Miss Ordway be asked to secure from some American patient who is treated in the San Juan Hospital a leaflet on the Hospital. Carried.

Motion - That the date on which manuscripts are read by members of committee be included on neostyled sheets that accompany manuscripts. Carried.

Motion - That manuscripts or articles suggested by any officer for printing shall be presented to this committee with recommendations from at least three of the officers. Carried.

Motion - That Mrs. Waid be asked to revise "Alaska, the Land of the Totem" in line with the suggestions which she made and that it be ready if possible before October. Carried.

Motion - That any organization publishing literature, leaflets or fliers for the Woman's Board of Home Missions be provided by the office with the proper authentic imprint. Carried.

Motion - That Mrs. Gildersleeve be asked to prepare "Nutshell Items" on the following schools: Sheldon Jackson, Kirkwood Memorial, North Fork, Dwight, Laura Sunderland, thus completing the series. Carried.

In January Miss Rue reported that samples of ten free leaflets had been sent with the catalogue of publications to each synodical and presbyterial president. (See December 18, 1917)

Motion - That a member of this committee and the member of the Board who advertises the literature be requested to go to the Literature Department at the close of the Third Tuesday Meeting and assist Miss Rue as hostess. Carried.

Motion - That the request received by the Literature Department from Miss Lillian C. Graeff of the Woman's Home and Foreign Missionary Society of the United Evangelical Church for permission to use portions of our "Parliamentary Rules" in a manual for her societies be granted. Carried.

Manuscripts

#5750 - The Open Door - A Home Missionary Pageant
(Given Mrs. McMillan)

Manuscripts cont.

#4916 - Christmas Bells
#3433 - The Need of Organization in the Villages of Southeastern Alaska, etc.
#3434 - Why an Alaskan Girl Should Become a Nurse
#3457 - Praise Service
#5875 - Allison James School
#5032 - Manuscript not named
(Given Mrs. Hayden)

#3435 - Mountaineers - Our Own Lost Tribes
(Given Miss Quinlan)

#3848 - Denominational Magazines
(Given Mrs. Pingry)

Meeting adjourned.

Stenographically reported

Approved by -

MINUTES OF THE LITERATURE AND PUBLICATION COMMITTEE

JUNE 18, 1918

Present: Miss Quinlan, Mrs. Hayden, Mrs. Gildersleeve; also Mrs. McMillan, Mrs. Thompson, Miss Voss, Miss Petrie, Miss Sheibley, Miss Rue and Mr. Allaben for a portion of the time.

Excused: Mrs. Pingry and Mrs. Kreager.

The meeting was opened with prayer by Mrs. Gildersleeve.

Miss Quinlan made the following report:

Praise Service received from Mrs. Semple (Minutes Feb.18,1918)

Year Book of Prayer in the course of preparation.

Literature on Home Mission Week to be supplied by Council of Women for Home Missions. (See Feb.18,1918)

Kirkwood Memorial; Mrs. Bennett will not write leaflet as it is covered in Miss Ogg's leaflet "Indians at Home and in School". (See Feb.18,1918)

Outlook for the Year 1918-19; Mrs. Bennett will write leaflet, the same to be ready in the fall, (See Feb.18,1918)

"Alaska the Land of the Totem"; Mrs. Waid will revise. (See Feb.18 and May 21, 1918)

Sancti Spiritus and Guines; Mrs. Waid cannot write just now on account of unsettled policies in regard to Cuba. (See Feb.18, 1918)

New Jersey Academy; Miss Laughlin cannot write leaflet. (See Feb.18,1918)

Forsythe Memorial; No reply yet received from Mrs. Wm. S. Bartlett. (Proposed by Miss Fraser - See Apr.16,1918)

Marine Mission; Miss Hazen will write leaflet this summer. (See Feb.18,1918)

Ferron, Utah; No reply yet received to second letter to Miss Preston regarding promised leaflet. (See Feb.18,1918)

New Mexico; Manuscript received from Miss Ellsworth (See Feb.18,1918)

New Mexico; Manuscript received from Miss Buxton (See Feb.18,1918)

New Mexico; No reply received to second letter to Miss Russell regarding promised leaflet. (See Feb.18,1918)

San Juan Hospital; Manuscript received from Miss Jennie Moore, placed on file. (See May 21, 1918)

San Juan Hospital; No reply yet from Miss Ordway as to whether leaflet may be secured from an American patient. (See May 21,1918)

"Nutshell Items"(5); Mrs. Gildersleeve cannot prepare, but Miss Sheibley is doing same. (See May 21, 1918)

Wasatch Academy; Mr. Johns has been written as per minutes. (See April 16,1918)

"How to be a Secretary for Missionary Education"; Mrs. Gildersleeve will write leaflet. (See Feb.18,1918)

Historical Sketch; Miss White has felt that she could not prepare it this year. The Committee recommended that Miss White be asked that if possible it be ready for the next General Assembly, and that Mrs. Brownell, Mrs. Pingry and Mrs. Grier might be able to assist in furnishing data. (See Nov.20,1917 and Dec.18,1917)

Advertising of literature Sept. 17,1918; Miss Parker will if possible. (See May 21, 1918)

Leaflet Subscription Plan; Miss Rue reported that Mrs. Mitchell of Detroit will "try it out" before general use is recommended, and Committee suggested that Kentucky be asked also to try this plan. (See Feb.18,1918)

"The Home Mission Monthly"; A memorandum from Mrs. Bennett received in March suggested that the Committee "study with considerable care magazines of other denominations" noting their "more personal nature", to see if we could glean any suggestions for improvements. The Committee has during the interval complied with this request. The opinion of Committee and Administrative Officers, who have been long in office, is that a lack of news items from the field is rather generally felt, not only by the magazine but by the various officers, but that under present policy of method of reports from schools and non-existence of the former committees on various fields, this cannot be obviated. The Committee in general feels that personal items from the constituency (included in some of the other periodicals) would not be an improvement. The matter will continue to be borne in mind and a watch kept for any possible improvements along this line.

It was recommended that Miss Martin be asked to write leaflet on New Jersey Academy.

It was announced that next meeting of this Committee will be held September 17, 1918.

Motion - That for the present a copy of the Minutes of this Committee be furnished to each of the Administrative Officers. Carried.

The recommendations of the special committee appointed to consider helps for the new study book (accepted in toto with the exception of #7 April 16,1918) were reconsidered seriatim. The following reports and motions were made regarding the same.

Recommendation #1 -

Committee reaffirmed motion of May 21, 1918,which follows: Motion - That the Literature and Publication Committee approves the recommendation of the special committee appointed to consider helps for the new study book and that the Westminster Guild Committee be autherized to secure an author for an intensive study class supplement for "The Path of Labor", the same to be prepared preferably for the Westminster Guild, but also such as can be used by women's societies which desire that form of study. Carried.

The Secretary for Young People's Work reported that she had asked Mrs. Semple to prepare supplement for Westminster Guild but had not stated in her request that this supplement be suitable for use in women's study classes as well.

Motion - That Mrs. Gildersleeve, Miss Petrie and Miss Rue be appointed a special sub-Committee to consider distribution of leaders' helps for the book "The Path of Labor". Carried.

Recommendation #2 -

The Secretary for Missionary Education has prepared suggestive leaflet on the study book which is now ready for printer.

Recommendation #3 -

The Secretary for Missionary Education reported that Miss Porter has been able to find very little material along the line of industries under our Woman's Board but that she is preparing a general leaflet on industrial work.

Motion - That Miss Porter also be asked to prepare a short leaflet stating that the book is not at all a picture of the work of our Board which does, however, aim to better conditions set forth in the book, citing community workers, nurses, various home industries, the making of better homes, better work on the farms, etc. linking up the work of our Board with "The Path of Labor" and that the Secretary for Missionary Education aid Miss Porter in securing necessary data. Carried.

Recommendation #4 - First part

Motion - That Miss Rue be asked to compile a leaflet on Americanization, culling excerpts from various sources, same to be printed in inexpensive form. Carried.

Second part -

This Committee considers it impossible to compile a leaflet which shall give reports from work done for foreigners in the cities by women's presbyterial or local missionary societies.

Recommendation #5 -

Motion - That Mrs. Gildersleeve select the literature on Lumber and Mining Camps to be included in free packets to study class leaders. Carried.

Recommendation #6 -

This committee understands that packets for Westminster Guild study class leaders as well as those for women's groups may include mountaineer leaflets to supplement Mr. Calfee's presentation of the subject, and also any special leaflets referring to industries, or special patriotic service rendered in any of our fields.

Recommendation #7 -

The Committee reaffirmed the amendment recommended April 16,1918 and moved that Mrs. Gildersleeve communicate with Mrs. Larimer asking for a comprehensive leaflet on the Freedmen to furnish to study class leaders. Carried.

Recommendation #8 -

The use of "Home Missions and the Social Question" reapproved.

Suggestion #1 -

Motion - That the chairman of the special committee appointed to consider helps for the new study book submit to this Committee a definite recommendation regarding reports from "Over Sea and Land" suggested for use with "Jack-of-All-Trades". Carried.

Suggestion #2 -

Motion - That the Westminster Guild Committee be authorized to secure author for the supplement for use with "Comrades from Other Lands". Carried.
The Westminster Guild Committee reports that Mrs. Dimock will prepare this supplement.

Motion - That the motion of June 21, 1916, that Miss Rue present a monthly report of literature the stock of which is getting low, be rescinded. Carried.

Motion - That the Women's Missionary Association of the United Brethren in Christ, located at 407 Otterbein Press Building, Dayton, Ohio, be granted permission to publish our leaflet "A Previous Engagement" according to letter received from Mrs. Alva Kauffman. Carried.

Motion - That in reply to a letter received from Miss Julia Fraser asking whether priced literature would be furnished free of charge to secretaries for Associate Members the Assistant Secretary be authorized to state that the Occidental Board will be corresponded with regarding policy in this matter. Carried.

Motion - That the General Secretary be empowered to have supervision over the filling of the frames in the hall of the sixth floor. Carried.

Motion - That reprints of Mrs. Thompson's article in the June 1918 issue of "The Assembly Herald" be secured from that magazine or printed by us. Carried.

Motion - That we give five dollars to the author of the music and five dollars to the author of the text of the pageant submitted by Miss Petrie. Carried.

Motion - That in the event of the contemplated interdenominational union in Cuba being completed Mr. Wharton be asked to write leaflet on Cuba. Carried. (Recommended by Mr. Allaben)

Motion - That that proposed General Council leaflet on the Department for Associate Members, referred to this Committee, be left with the chairman with power. Carried.

The matter of joint Home and Foreign envelopes for Summer Offering was brought up in General Council at its meeting June 19-20 1917 ..... and inasmuch as some of the Woman's Board of Foreign Missions do not have a Summer Offering, it was referred back to the Boards as being a matter for individual consideration, not for General Council.

Requests continue to be received by the Woman's Board of Home Missions from the constituency for such envelopes. There is in many joint local societies no systematic rule at present for the use of Summer Offering envelopes - part of the members receiving Home and part Foreign - with the result that confusion arises.

It was therefore moved that this Committee request the Board to correspond with each of the Woman's Boards of Foreign Missions to ascertain whether they collect, yearly, a Summer Offering and further to suggest to such as do collect this Offering that the matter of a duplex envelope be taken under consideration. These envelopes would be printed to show that gifts received in them should be divided equally between Home and Foreign Missions and would follow the regular mode of procedure. Carried.

Motion - That "A Message from France" be reprinted. Carried.

Motion - That "Bible Rules for Giving" be reprinted. Carried.

Motion - That "A Tourist's View of our Missions in Porto Rico" be reprinted if Miss Rue finds it advisable. Carried.

Meeting adjourned.

Stenographically reported

Approved by -

October 17, 1918

Mrs. A.C. McMillan,
207 Warburton Avenue,
Yonkers, N.Y.

Dear Mrs. McMillan:-

Enclosed herewith find copy of the minutes of our Literature and Publication Committee. I have passed the first three recommendations to officers for their files.

If you desire to send your communication to Miss Voss direct she may be addressed (address not available – will send later)

A copy of the minutes has been placed in Miss Sheibley's hands to be passed to the officers and she and other officers will note items regarding leaflets that they are to prepare. It will not therefore be necessary for you to request Mr. Allaben to write on Community Work unless you wish to do so.

I willask Mrs. Waid for her manuscript for "Alaska the Land of the Totem" and Miss Sheibley will ask Mrs. Bennett whether Miss Quinlan's time may be used to prepare the Historical Sketch.

Will you kindly let us know whether you desire Miss Sheibley to write Rev. R.L. Wharton or whether you prefer to do so? I presume Miss Quinlan can furnish information concerning former correspondence.

You will wish to write Mrs. Samuel Semple, Titusville, Penna. and Mrs. R.W. Cleland, 275 E. Ridgeway Avenue, Eagle Rock, California.

If you wish us to do anything further with regard to these minutes please do not hesitate to write us.

We found the enclosed Liberty Loan button in the hall after you left and I am sending it to you thinking you must have lost it. Your October "Home Mission Monthly" was also found on the table in the committee room. This will be held until you call in our office unless you desire it at once in which case we shall gladly send it to you.

Sincerely yours,

SCB/LJ

October 17, 1918

Mrs. D.E. Waid,
1 Lexington Avenue,
New York, N.Y.

Dear Mrs. Waid:-

At the meeting of our Literature and Publication Committee on Tuesday I was asked to request you to let us have the manuscript for "Alaska the Land of the Totem". We are very pleased to know that it is ready and shall hope to put it through the press without delay.

It was also moved by our committee that you be excused from writing a leaflet on Sancti Spiritus and Cuba at the present time.

Sincerely yours,

SCR/LJ

October 17, 1918.

Miss Mabel M. Sheibley,
156 Fifth Avenue,
New York, N.Y.

Dear Miss Sheibley:-

Having read the minutes of the Literature and Publication Committee I find several items to which we shall be pleased to have you give attention.

When you receive the minutes you will have the action regarding the Summer Offering leaflet, the leaflet on San Juan Hospital and the decision about Scholarship News. In addition to these items will you kindly ask Mrs. Bennett if Miss Quinlan may be granted time to write the Historical Sketch and Mr. Allaben if he will furnish a leaflet on Community Work, also confer with Miss Finks with regard to Miss Buxton's manuscript "Mrs. Bradley and Conservation" and reply to Mrs. Froschl who submitted changes for "Cindy's Chance"?

We are asking Mrs. McMillan whether she desires our office to give further attention to the minutes and shall therefore not ask you to do more until a reply comes from her.

Sincerely yours,

SCR/LJ

MINUTES OF THE LITERATURE AND PUBLICATION COMMITTEE

OCTOBER 15, 1918

Present: Mrs. McMillan, Mrs. Pingry, Mrs. Hayden, Mrs. Kreager, Miss Petrie, Miss Finks, Miss Rue; also Mrs. Thompson Miss Sheibley, Mrs. Gildersleeve for a portion of the time.
Excused: Miss White

The meeting was opened with prayer by the newly elected chairman, Mrs. McMillan.

Being without a chairman since Miss Quinlan's resignation in August no meeting of the committee had been held since summer. The minutes of the meeting of June 18, 1918 were read.

Motion - That Miss Petrie, the Secretary for Young People's Work, advertise literature at November Third Tuesday Meeting and that should she find it impossible to do so she obtain a substitute. Carried.

Motion - That we copyright our publications of general interest and that in cases of other organizations desiring to reprint the same such organizations be notified that credit must be given our Board. (See Minutes May 21, 1918 "Imprint furnished to organizations") Carried.

Motion - That recommendations for reprinting special field leaflets be submitted to Office Conference before going to Literature and Publication Committee. Carried.

Motion - That all orders for the printing of manuscripts, that have been requested by the Literature and Publication Committee, be placed by and filed in Literature Department. Carried.

Motion - That Mrs. McMillan ask Miss Voss, the General Secretary, to write a much needed leaflet on the "Money Situation", the same to be ready for Home Mission Week. Carried.

Mrs. Thompson moved that Miss Sheibley, the Assistant Secretary, be commissioned to prepare Summer Offering leaflet for 1919. Carried.

Mrs. Thompson moved that Mrs. Waid be asked to give to Miss Sheibley, the Assistant Secretary, for editing her manuscript for "Alaska the Land of the Totem", Mrs. McMillan having reported that it was nearly ready. Carried.

It was moved that Mrs. Waid be excused from writing leaflet on Sancti Spiritus and Cuba and that Rev. R.L. Wharton be asked again to prepare leaflet. Carried. (See Minutes June 18, 1918)

It was announced that Mrs. Bartlett who was asked to write leaflet on Forsythe Memorial replied that she could not do so and that Miss Elizabeth Smith, principal of the Forsythe Memorial School, also had replied that she could not give time to the matter. After discussion Mrs. Pingry moved that Mrs. Cleland, president of Los Angeles Presbyterial Society, be asked to write the leaflet. Carried. (See Minutes June 18, 1918)

Because no reply had been received from Miss Ordway as to whether she would write leaflet on the San Juan Hospital it was moved that Miss Sheibley, the Assistant Secretary, compile a leaflet culling items of interest from "Wireless Messages", Young People's Department letters and articles that have appeared in "The Home Mission Monthly". Carried. (See Minutes June 18, 1918)

The manuscript "Educational Value of Mission Study" by Mrs. James Boswell, solicited by Mrs. Gildersleeve, was placed in the hands of Mrs. Gildersleeve with power to decide whether or not it shall be printed.

Since Miss White has decided that it is impossible for her to prepare the Historical Sketch of the Woman's Board this year it was recommended that the office be asked if Miss Quinlan may do this work.

It was recommended that Mrs. Semple be thanked for manuscript for "Studies for Westminster Guild Chapters" for use with "The Path of Labor".

After displaying the packet of helps furnished free to leaders using the text book entitled "The Path of Labor" it was suggested that some of the articles contained in it might be sold when used for other purposes than study classes and it was recommended that Mrs. Gildersleeve, the Secretary for Missionary Education, and Miss Rue decide this matter.

Regret was expressed that because of the large expense required it had been impossible to reprint articles from "Over Sea and Land" for use with "Jack-of-All-Trades" according to suggestion #2 under Recommendation #8 of the Committee on Helps for the new text books. (See Minutes June 18, 1918)

It was reported that the matter of duplex envelopes for Home and Foreign Summer Offering is in the hands of Mrs. Bennett. (See Minutes June 18, 1918)

As Miss McCord did not reply to request for leaflet on Community Work (Feb. 9, 1917 and March 6, 1917) the following action was taken regarding the same.

Motion - That Mr. Allaben be asked to furnish a leaflet on Community Work and that in case he finds it impossible to give time to writing it himself he secure an author. Carried.

After discussion regarding Dr. Moffett's "Unreached Red Man" and a leaflet on "Old and New Dwight" it was decided that because conditions at Dwight are not now favorable to lay on the table the question of issuing publications regarding this school.

Miss Finks presented the question of subscribing for periodicals for the office. According to the new ruling of our National Government all publishers are required to discontinue free exchanges and it will be necessary in the future to pay for periodicals essential to the work of our officers.

After discussion Mrs. Thompson recommended that our Board be requested to authorize the outlay of funds to pay for subscriptions to magazines needed in the office.

Mrs. Kreager moved that the expense of magazines required by editor of "The Home Mission Monthly" be met by magazine department. Carried.

In a letter to Miss Rue, Mrs. Wilcox of the American Missionary Association asked whether our Woman's Board would be willing to allow her Board to adapt "The Monday Morning Clinic at the San Juan Hospital" to its needs.

Mrs. Pingry moved that permission be granted Mrs. Wilcox. Carried.

The question of a Wallet for the use of the Department for Associate Members was discussed and the following action taken.

Motion - That the Literature and Publication Committee recommend to General Council that the matter be considered and one wallet for Home and Foreign Boards be provided, its distribution to be determined by Council. Carried.

It was recommended that the question of procuring wallets for immediate use be referred to Miss Rue, that she communicate with the Philadelphia Foreign Board to inquire about literature and wallets now in use by that organization and submit the matter to Office Conference with power.

Motion - That a reply be sent Miss Buxton thanking her for manuscript "Mrs. Bradley and Conservation" and stating that as we have discontinued box work we are afraid such a leaflet might be misunderstood by our constituency, that we would otherwise be very glad to print it and that we recommend that it be sent to the Freedmen's Board and adapted for "The Home Mission Monthly"; we have been so interested in it that we hope she will write some little story about our schools. Carried.

Motion - That Mrs. John Froschl, who submitted manuscript for changes for the dramatization of "Cindy's Chance", be thanked for the same but that since we have already revised the play and each one who produces it sees opportunities for further changes in it we do not feel that we can carry out the suggestions. Carried.

Miss Sheibley presented to the committee the question of having "Scholarship News" printed rather than neostyled on account of insufficient help in the office and it was recommended that the matter be left in her hands with power.

Meeting adjourned.

Stenographically reported

Approved by -

MINUTES OF THE ANNUAL MEETING OF THE LITERATURE AND PUBLICATION COMMITTEE

NOVEMBER 26, 1918

Present; Mrs. McMillan, Mrs. Pingry, Miss White, Miss Rue;
also Mrs. Hayden, Miss Voss, Miss Sheibley,
Mr. Allaben, Mrs. Gildersleeve, Miss Petrie,
Miss Finks for a portion of the time.

The meeting was opened with prayer by Mrs. McMillan.

Mrs. Gildersleeve, Secretary for Missionary Education, was appointed to advertise literature on finance and mission study at the December Third Tuesday Meeting.

Because of lack of time it was decided to omit reading the minutes of the meeting of October 15, 1918 but the following items of unfinished business were reported upon and discussed.

Leaflet on "Money Situation" - Miss Voss has prepared this and it is now on the press.

Leaflet on Forsythe - Having no reply from Mrs. Cleland as to whether or not she will write a leaflet on this school Mrs. McMillan asked Miss Petrie, Secretary for Young People's Work, to write a friendly letter to reaffirm the action of the committee.

Leaflet on San Juan Hospital - Miss Sheibley has this in course of preparation.

Manuscript "Educational Value of Mission Study" - In Mrs. Gildersleeve's care for her to decide disposition.

Leaflet on Community Work - Mr. Allaben, Supt. of Schools, discussed with the committee just what sort of a leaflet on this subject is desired. He stated that the work is constantly changing, that stations are being transferred to the Board of Home Missions, and that really the only permanent community work is that at Wooton, Kentucky. It was suggested that the leaflet include a preface giving information about such work discontinued by the Woman's Board and turned over to the Home Board and that it contain facts about what is now being done and possibilities of the future of this work. After considering the pros and cons as to the advisability of publishing a leaflet on this subject Mrs. Pingry moved that Mr. Allaben proceed with the work. Carried.

Presbyterian Periodicals - These have been ordered by Literature Department.

Wallet for Department for Associate Members - Has been prepared and is on the press.

The annual statement of needs of the Literature Department was presented to the committee and the following items were taken up for consideration.

THE HOME MISSION MONTHLY

Miss Finks, editor of "The Home Mission Monthly", presented facts regarding the cost of publishing "The Home Mission Monthly" during the coming year and read a letter from DeLaMare relating to a contract for the same. In this letter the printer stated that on account of the possible fluctuating prices of labor and printing materials it would be difficult to estimate a definite amount for printing the magazine during the coming year. Therefore Miss Finks recommended to the committee that it would be to the advantage of the Woman's Board and the printer as well not to make a contract under the circumstances but to proceed with the printing of the magazine from month to month. After discussion it was decided that since DeLaMare has been printing the magazine for twenty-five years to trust him to continue the work and to leave the matter in Miss Finks' hands with power.

Miss Finks also brought before the committee the question as to whether it would be advisable on account of the increased cost of printing to raise the subscription price of the magazine to sixty cents, but the committee decided that for the present the subscription price should remain at fifty cents. Because it seemed wise to keep the Woman's Board informed regarding the magazine's financial condition it was recommended upon Miss Finks' suggestion that she include in her next report to the Board a statement showing that in view of excess of expenses over receipts for the current year it would be necessary to draw upon "Home Mission Monthly" reserve funds to meet the cost of publication, and that next year's expenses will probably be increasingly large, also drawing upon that fund. Since the magazine is propaganda and should reach as many women as possible and the "Home Mission Monthly" reserve fund apparently will not be exhausted before March 1920, the decision not to increase subscription rates was made.

Miss Finks asked whether the committee would consider it advisable to reduce the contents and illustrations in order to lessen cost of printing the magazine but it was recommended that the magazine be kept up to its usual standard.

MONTHLY TOPICS 1920

Motion - That Miss Finks, editor of "The Home Mission Monthly", Miss Voss, General Secretary, and Mrs. Waid prepare list of topics for 1920, the same to be ready February 1, 1919, Miss Finks to act as chairman of committee. Carried.

YEAR BOOK OF PRAYER 1920

After discussion regarding the distribution and sale of the Year Book of Prayer it was recommended that this matter be brought before General Council.

> Recommend that all deliveries of the Year Book of Prayer for Missions from the printer shall be one-half to the Woman's Boards of Foreign Missions and one-half to the Woman's Board of Home Missions, the same number being delivered at the same time to the Woman's Boards of Foreign Missions and to the Woman's Board of Home Missions.

YEAR BOOK OF PRAYER 1920 cont.

Recommend that the expense of printing be met equally by the Woman's Boards of Foreign Missions and the Woman's Board of Home Missions and that in case the supply delivered either to the Woman's Boards of Foreign Missions or to the Woman's Board of Home Missions be exhausted first all orders received by the Board whose stock is exhausted shall be transferred to be filled at the full retail price by the Board holding remaining stock.

Recommend that in case there be an unsold surplus at the end of the year the stock remaining shall be appraised at cost value and the Board or Boards holding it shall receive a rebate from the other Board or Boards equal to one-half the cost price of said surplus Year Books of Prayer.

Recommend that a discount of 20% be allowed to all secretaries for literature on orders for 100 or more copies of the Year Book of Prayer purchased at one time if such secretaries will utilise profits accruing to increase the distribution of other missionary publications of our Boards. Recommend further that if General Council objects to granting discounts on the Year Book of Prayer that it shall pass a rule against all discounts on this publication.

PRAISE SERVICE 1919

Motion - That Mrs. O.E. Boyd, Vice-President at Large of our Board, be asked to prepare Praise Service for 1919, manuscript for the same to be ready August 1, 1919. Carried.

SUMMER OFFERING 1919
THANK OFFERING 1919

It was recommended that in view of the New Era Movement inquiry be made of General Council as to whether the Summer Offering and Thank Offering be continued as heretofore, and whether envelopes for these and regular monthly offerings be supplied to auxiliaries after April 1, 1919 as usual.

HOME MISSION PUBLICATIONS AND HOW TO USE THEM
WHAT AND WHEN 1920

It was recommended that Miss Rue be authorized to publish "Home Mission Publications and How to Use Them" and "What and When" for 1920.

MONTHLY TOPICS ON WHICH PRINTED MATTER IS NEEDED

January - Giving, Proportionate and Systematic

It was recommended that Miss Rue investigate literature on this subject published by New Era Movement to learn whether treasury material

MONTHLY TOPICS ON WHICH PRINTED MATTER IS NEEDED cont.

suitable for Woman's Board may be procured from that source.

February - The Unreached Redman. Indian Leaders.

It was recommended that Mr. Harper, Missionary of Board of Domestic Missions of Reformed Church, be asked to write leaflet on "The Indian and the War".

March - Progress in Americanization. Cooperative Methods
May - The Changing Southwest
June - Native Leadership in Cuba and Porto Rico
October - Alaska To-day
November - Forces at work for improving the Mountaineers
December - Mormonism to date

It was recommended that Mrs. McMillan, the chairman, appoint a sub-committee to decide who shall write leaflets on these topics.

MEDICAL WORK

It was recommended that Miss Sheibley, Assistant Secretary, compile a comprehensive leaflet on medical work under the care of the Woman's Board.

SCHOOL LEAFLETS

Mr. Allaben, Superintendent of Schools, discussed with the committee the question of needed school leaflets. He announced that in his mind the list of school leaflets in stock in the Literature Department is quite up-to-date and complete with the following exceptions: Dwight, Tucson, Asheville Schools, Allison-James, Mensul, Wooten, Dorland-Bell and Cuba.

In view of the fact that Dwight is in such deplorable condition resulting from fire it was considered inappropriate to prepare a new leaflet regarding this school.

It was recommended that Mrs. Girton, wife of the principal, be asked to write leaflet on Tucson.

Mr. Allaben suggested to the committee that for material on the Normal, Home School, Pease House and Farm School, "The Record", a paper compiled by Mr. Calfee for distribution among patrons of these schools who hold scholarships, etc., might be useful. After discussion Mrs. Pingry recommended that the Literature Department procure fifty copies of this little paper regularly, also this number of similar bulletins from other schools.

SCHOOL LEAFLETS cont.

The following recommendations were made.

That Miss Buxton, principal, be asked to write leaflet on Allison-James School.

That Mrs. Porter, president of Kentucky Synodical, be asked to write leaflet on Wooton, Kentucky.

That Miss Shafer, acting principal, be asked to prepare withân a month or six weeks a manuscript on Dorland-Bell.

It was not decided whom to ask to write leaflet on Mensul.

Mrs. McMillan reported that Mr. Wharton had written Miss Quinlan that he will write leaflet on Cuba if our committee is willing to wait until time can be given to this work. He is busy now and wishes to see how conditions develop. Mrs. McMillan asked that Mr. Allaben write Mr. Wharton stating the kind of material to be included in the leaflet he shall prepare.

HISTORICAL SKETCH OF THE WOMAN'S BOARD

Mrs. McMillan requested that Miss Voss, General Secretary, communicate with Dr. John Hill asking whether he will be willing to undertake the preparation of a Historical Sketch of our Woman's Board and what his terms will be for the same.

HISTORICAL LITERATURE

It was recommended that Miss K.R. Crowell be asked to write a pamphlet giving the history of our work in Alaska.

PICTURES

Miss Rue reported that it has at times been impossible to borrow from the filing department pictures desired by patrons who call in the Literature Department. Mr. Allaben explained to the committee that the reason for this is that in some cases there is only one picture of a particular subject and no film from which another might be made should the only one be lost and that he did not consider it wise to allow such a picture to go out of the office. He explained further that when there is a film or more than one picture of a kind he is always willing that such be loaned for the use of interested persons who desire pictures and that prints may be made from all films on file.

STEREOPTICON SLIDES

The question of putting to use slides now lying idle in the Literature Department was discussed and the suggestion was made that some one prepare lectures to accompany these slides. Nothing definite was done regarding the matter, however.

NARRATIVES

Because there is great need for narrative leaflets Miss Rue asked the committee whether as a means of procuring such material it might be well to offer prizes. The matter was discussed and it was considered unwise to offer prizes for such work.

PACKET OF HELPS FOR LEADERS USING TEXT BOOKS FOR STUDY 1919-1920

Mrs. Gildersleeve, Secretary for Missionary Education, and Miss Rue were appointed with power to consider helps for the new text books for 1919-1920.

DEPARTMENT FOR ASSOCIATE MEMBERS

Because many publications of our Woman's Board of Home Missions cannot be distributed in localities about which they give information and many are of shorter life than those of the Foreign Boards, also because our stock of narratives is inadequate, it is difficult for our department to adopt the plan of supplying packets on Home Missions similar to those sold by our Woman's Foreign Boards for the use of the Department for Associate Members. In view of these facts it was recommended to ask General Council to advise secretaries of the Department for Associate Members to select from home and foreign catalogues such leaflets as shall be best suited to conditions in their own local societies for use in the wallets that are distributed by the Boards and to abandon the plan of furnishing packets.

As there was not time to consider the entire list of needs presented the annual meeting adjourned at 4.30 p.m. to reconvene at the time for the next regular meeting of the committee, December 17, 1918.

Stenographically reported

Approved by -

END OF ROLL # 23

CERTIFICATE OF AUTHENTICITY

This is to certify that the records contained on this microfilm are the actual records of the

Board of National Missions Presbyterian Church (U.S.A.) .

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